

LEAD RISK ASSESSOR I

Milwaukee Health Department

NOTE: *The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

PURPOSE:

- The Lead Risk Assessor I (LRA) assigned to the Home Environmental Health division of the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead hazards to prevent childhood lead poisoning. The LRA is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed.

ESSENTIAL TASKS:

Lead Inspection and Abatement Responsibilities:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead based painted surfaces using x-ray fluorescence equipment, visual, and dust wipe tests.
- Document inspection results according to protocols and program requirements.
- Generate and issue work orders to correct lead based paint hazards.
- Inform property owners of hazard correction and order compliance requirements, and work with property owners to achieve compliance.
- Issue citations and appear in court as witness for prosecution of cases when necessary.
- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.
- Communicate with contractors regarding proper lead abatement and code compliance.
- Report findings of lead abatement project investigations.

Support Activities:

- Conduct research related responsibilities.
- Provide observational field opportunities as necessary, and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings and landlord associations.
- Provide information regarding lead hazard reduction activities and primary prevention activities.
- Assist in special projects.
- Participate in work-related conferences.

CONDITIONS OF EMPLOYMENT: The person in this position must be willing and able to do the following:

1. Carry a mobile device during business hours.
2. Work outdoors in all types of weather.
3. Work outside standard business hours when needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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MINIMUM REQUIREMENTS:

1. Four years of experience in a related field, such as lead, asbestos, environmental remediation, housing rehabilitation, construction, environmental science, engineering, architecture, industrial hygiene, social work, or health and safety.
 - *Equivalent combinations of education and experience may be considered, for example, a bachelor's degree in environmental health or a related field **OR** a related associate's degree plus two years of experience as described in #1, above.*
2. Certification as a Lead Risk Assessor with the State of Wisconsin within three months of appointment and throughout employment. (Training for certification will be provided by the City.)
3. Valid driver's license and availability of a properly insured personal automobile for use on the job (car allowance provided) at time of appointment and throughout employment.

IMPORTANT NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box LRA-I, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

DESIRABLE QUALIFICATIONS:

- Ability to read, write and fluently speak Spanish or Hmong.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of public health and safety principles and practices as well as the science of risk assessment.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret work-related documents.
- Oral and written communication skills, including the ability to produce correspondence and reports.
- Listening and customer service skills, including the ability to respond promptly to requests, provide services in a culturally-sensitive manner, and manage uncomfortable customer situations.
- Interpersonal skills; ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies, and the public.
- Analytical, problem-solving, and data interpretation skills.
- Ability to use good judgment to make sound decisions.
- Organizational, time management, and project management skills.
- Skill in using x-ray fluorescence equipment, dust wipes, and cameras to document defective lead based painted surfaces.
- Ability to follow program protocols, including taking enforcement actions as needed.
- Ability to work well both independently and in a team environment.
- Professional, dependable, flexible, and adaptable.
- Detail- and quality-oriented.
- Ability to maintain confidentiality.
- Proficient with word processing and spreadsheet software as well as the Internet.
- Ability to use mobile communications devices as well as standard office equipment such as copy machines, fax machines, and calculators.

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- Ability to promote wellness, disease prevention, and safety and to engage in ongoing professional development activities.
- Physical ability to perform extensive field work, including being exposed to outdoor weather conditions
- Ability to lift and move up to 25 pounds.

THE CURRENT PAY RANGE (3GN) IS: \$39,522 to \$47,065 annually with excellent benefits. Recruitment is at \$41,491.

PROMOTIONAL PROGRAM: Persons hired for the entry-level Lead Risk Assessor I position are expected to work toward meeting the requirements for promotion to the Lead Risk Assessor II level [Current Salary Range (3JN): \$43,909 to \$52,069].

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **AUGUST 16, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.